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IASSIST STEERING COMMITTEE

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Evert Brouwer, Amsterdam Social Science Data Archive, University of Amsterdam, Roeterstraat 15, Amsterdam, Netherlands

Ivor Crewe, Social Science Research Council Survey Archive, University of Essex, Wivenhoe Park, P. O. Box 23, Colchester, Essex CO4 3SO, England

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Guido Martinotti, Archivio dati e programmi per le scienze sociali, via G. Cantoni 4, 20144 Milan, Italy

Cees Middendorp, Steinmetzarchief, Kleine-Gartmanplantsoen 10, Amsterdam-C., Netherlands

Ekkehard Mochmann, Zentralarchiv für Empirische Sozialforschung, University of Cologne, Bachemer Strasse 40, 5 Köln 41, Federal Republic of Germany

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All articles for inclusion in the IASSIST Newsletter should be sent to the Secretariat responsible for the reader's geographic region.

This Newsletter issue was prepared by Alice Robbin, Data and Program Library Service, University of Wisconsin-Madison USA Completed 23 September 1976.

iassist NEWSLETTER vol. 1, no. 1

EDITOR'S NOTE

This is the first issue of the IASSIST Newsletter. It represents an international cooperative effort on the part of individuals managing, operating or utilizing machine-readable data archives, data libraries and data services. The Newsletter has as its primary intent the dissemination and exchange of information on significant developments in these information centers. Four times a year this Newsletter will report on activities related to the production, acquisition, preservation, processing, distribution, and utilization of machine-readable data carried out by its members and others in the international social science community. Your contributions and suggestions for topics of interest are encouraged and welcomed. In the end, the success of the Newsletter as a communications mechanism depends on you.

CHAIRPERSON'S REPORT

A series of IASSIST meetings were held on August 16-20, 1976, in conjunction with the International Political Science Association World Congress in Edinburgh, Scotland. These meetings were held to finalize the Constitution, approve the operational structure of the Association, review the progress of the regional sectors, project future activities, and formally establish IASSIST.

The Steering Committee members present were Per Nielsen, Alice Robbin, Judith Rowe, Joseph Bonmariage, Cees Middendorp, Guido Martinotti, Bjørn Henrichsen, Thomas Madron, Ekkehard Mochmann, and Carolyn Geda.

A draft Constitution was reviewed and rewritten based on IASSIST experiences of the past year and a half. The individuals involved with writing the Constitution were Allen Barton, Columbia University, United States; Joseph Bonmariage, University of Louvain, Belgium; Carolyn Geda, University of Michigan, United States; Bjørn Henrichsen, University of Bergen, Norway; Thomas Madron, Western Kentucky University, United States; Guido Martinotti, University of Milan, Italy; Ivor Crewe, University of Essex, England; Cees Middendorp, Steinmetzarchives, Netherlands; Ekkehard Mochmann, University of Cologne, Federal Republic of Germany; Per Nielsen, Danish Data Archives, Denmark; Alice Robbin, University of Wisconsin, United States; Judith Rowe, Princeton University, United States; and, Marcia Taylor, University of Essex, England.

We recognize that in a dynamically growing organization the Constitution will be subject to change. Your comments on the Constitution will be welcome.

Membership dues were established on the basis of the information provided by the various regional representatives. Although the association has been created on the basis of individual membership, the dues structure has been developed to accomodate the need for institutional affiliation. Complete fee information is provided on the last page of this Newsletter.

An IASSIST Newsletter will be produced quarterly. It will be the official vehicle for communication and will systematically report on the activities of the Association. We would like to take this opportunity to urge you to make contributions to the Newsletter as well as suggestions of topics that you would like to see addressed. This first issue is being edited by Alice Robbin who has graciously accepted the responsibility to compile the existing reports on IASSIST activities.

A list of steering committee members is included on the cover of this Newsletter. Changes occur as previous members move to different institutions or countries and as the Association expands to warrant the creation of new regions of affiliation, thereby necessitating the appointment of a Regional Secretariat.

The Regional Secretariats have made a great deal of progress the past year. The United States, Canadian and European Secretariats have produced several mailings to the membership. As a result, Action Group chairpersons have been designated for each of these regions.

The Canadian Secretariat activities are now handled by Sharon Chapple of the Data Clearing House for the Social Sciences. The Asia-African Secretariat has also changed. Naresh Nijhawan of the Indian Council of Social Science Research will assume this responsibility. Activities in this region have been delayed temporarily, but will resume when Mr. Nijhawan returns to the Council at the end of November after a leave of absence. Krzysztof Ostrowski of the Institute of Philosophy and Sociology in Warsaw has volunteered to act as the East European Secretariat.

Reports from the United States, Canada, and West European Secretariats are included in this Newsletter. Information on Latin American, East European, and Asia-African activities will appear in future Newsletters.

The mandate and definition of the Action Groups were revised somewhat at the Edinburgh meetings. These revisions were made in response to the need for the United States and West European Action Groups to focus on slightly different problem areas. These changes are fully captured by the descriptions provided in the Action Group section of the Newsletter.

Papers were presented at an IASSIST panel chaired by Ivor Crewe at the IPSA World Congress on the theme of the contribution of data archives to the empirical study of public policy. Carolyn Geda acted as discussant. Copies of the papers are available from the authors.

Further activities of IASSIST include a North American working conference during February 1977, an international meeting in Ann Arbor, Michigan during August 1977, and an international meeting in Uppsala, Sweden in conjunction with the International Sociological Association World Congress in August 1978.

IASSIST CONSTITUTION

Name

Article 1

The name of the association shall be: International Association for Social Science Information Service and Technology. The Association will hereafter be referred to by the acronym: IASSIST:

Headquarters

Article 2

The headquarters of IASSIST will be located with the designated treasurer.

Objectives

Article 3

The objectives of IASSIST are:

3.1 To encourage and support the establishment at local and national levels of information centers for data base reference, maintenance, and dissemination.

3.2 To foster international dissemination and exchange of information on significant developments in information centers for statistical and textual machine-readable data bases.

3.3 To coordinate on an international level programs, projects, and general procedural efforts which provide an international forum for the discussion of problems relating to information centers.

3.4 To promote the development of professional standards and encourage the establishment of training courses for data center personnel.

Activities

Article 4

To accomplish the objectives of IASSIST the following activities are envisioned:

4.1 Action Groups organized to find solutions to specific problems and/or to develop and compile relevant materials for specific projects.

4.2 Workshops, Seminars or Training Sessions in any area consistent with the IASSIST objectives stated above.

4.3 Newsletter to be published and circulated regularly to all IASSIST members.

4.4 Any other activities which advance the Association's objectives.

Membership

Article 5

5.1 Anyone interested in supporting the objectives of IASSIST may apply for individual voting membership.

5.2 Other categories of membership may be instituted by the Steering Committee.

5.3 Dues will be established by a majority vote of the Steering Committee.

Governance

Article 6

The Association shall consist of a General Assembly composed of all voting members and an executive body to be known as the Steering Committee. The General Assembly will establish the general policies of the Association and elect members of the Steering Committee. The Steering Committee will implement policies, develop activities and future directions for the Association and elect officers.

6.1 The General Assembly will be organized by regions which will be constituted by the Steering Committee and IASSIST members within each region will elect a regional secretary who will serve as the administrative officer for that region.

6.2 The General Assembly will meet at least once every three years.

6.3 The Steering Committee shall be composed of ten members elected by the General Assembly and the secretaries of all approved regions.

6.4 A Nominating Committee of three members will be appointed by the Steering Committee to prepare a slate for the election of the ten at large Steering Committee members. Any member who receives the support of five other members may have his name placed on the ballot.

6.5 Elections will be held by mail and the ten candidates receiving the largest number of votes will be elected.

6.6 The Steering Committee will elect from among the members designated by the plenary General Assembly a chairperson, two vice-chairpersons and a treasurer and will appoint a newsletter editor.

Amendments

Article 7

Amendments to these statutes may be proposed by any member with the support of five signatures. All amendments will be submitted to the General Assembly for approval along with the election ballot. Amendments approved by a majority of the members voting will be incorporated into the Constitution.

Termination

The Association may be dissolved by a majority of the members. Remaining funds will be transferred to the International Social Science Council.

Transitional Norm

The ad hoc Steering Committee will serve until after the first meeting of the General Assembly, but in any case not later than December 31, 1978. The ad hoc committee will arrange for a regular election to be held as soon as possible before that date.

SECRETARIAT REPORTS

Canadian Secretariat Report

Sharon Chapple
Data Clearing House for the Social Sciences

The Data Clearing House for the Social Sciences is the Canadian Secretariat for IASSIST. Activities of IASSIST are published in the Data Clearinghouse Bulletin.

A large campaign for IASSIST membership was conducted by the Data Clearinghouse. Over five hundred forms were sent out. To date, 53 individuals and institutions have expressed an interest in affiliating with IASSIST; 9 others wish to be retained only on the mailing list. Supplementary membership campaigns are being considered.

Interest in the established Action Groups is as follows: Data Archive Registry: 13; Data Archive Development: 13; Data Acquisition: 14; Data Documentation: 16; Classification: 8; Process-produced data: 16. Coordinators for each of the groups have been appointed. Initial meetings are planned for the coming months.

Some of the respondents to the membership campaign letter recommended the creation of other Action Groups, such as the hardware/software technology Action Group (Data Organization and Management) and a cross-file indexing Action Group. Other suggestions included a group to interface between information data bases and potential users and a group to examine the relationship between bibliographic data bases, statistical data bases, and IASSIST.

Initial response to the IASSIST mailing indicates that there is considerable enthusiasm for such an organization in Canada. It will be up to the Canadian members of IASSIST to decide whether their needs can best be served by merging with the US organization in a North American IASSIST movement or by working closely with the Americans in matters of common interest, but continuing to maintain a separate Secretariat and a separate voice at the international level.

West European Secretariat Report

Per Nielsen
Danish Data Archives

In Europe, the IASSIST membership campaign in September, 1975, resulted in an immediate response from more than 80 interested individuals -- and names are continuously coming in. In the Spring of 1976, a number of European social science data archives agreed to provide information dissemination facilities for IASSIST. Consequently, all individuals having indicated an interest in IASSIST will receive mailings according to the following geographical division, where bracketed numbers indicate the approximate "membership" size in May, 1976:

Greece, Italy, and Spain: Archivio dati e programmi per le scienze sociali (ADPSS), Milan (7); Belgium, France, and French-speaking Switzerland: Belgian Archives for the Social Sciences (BASS), Louvain-la-Neuve (8); Denmark: Danish Data Archives (DDA), Copenhagen (7); Eire, Israel, and the United Kingdom: SSRC Survey Archive, Essex (21); Finland, Norway, and Sweden: Norwegian Social Science Data Services (NSD), Bergen (13); the Netherlands: Steinmetzarchief, Amsterdam (7); Austria, the Federal Republic of Germany, and German-speaking Switzerland: Zentralarchiv (ZA), Cologne (14). Until recently, the ZA has also disseminated information to half a dozen potential members in Eastern Europe; these people (and, we hope a lot more to be brought in) will now be served by Dr. Ostrowski of the Polish Academy of Sciences, Warsaw.

Prior to the Edinburgh meetings an overall mailing was carried out, including information on the Action Groups in Europe. Within a few months, we hope that the Action Groups have defined the priority of tasks so that workshops and other substantive activities accomplishing the objectives of IASSIST can be scheduled for 1977.

United States Secretariat Report

Judith Rowe
Computing Center
Princeton University

The United States Secretariat has received positive letters of intent from 170 people, more than half of whom are already involved in Action Group activity. By popular demand, we are organizing a North American working conference in Florida this February. The accomodations will be pleasant and inexpensive and the meeting will provide an opportunity for the AG's to work intensively on their projects. Full details will be sent out shortly. I would like to take this opportunity to thank each of our AG coordinators for the enthusiastic efforts they have already expended and to encourage all of you not only to join IASSIST, but to participate in its activitites.

ACTION GROUP REPORTS

DATA ARCHIVE REGISTRY

Canada- Lisa Lasko, Canadian Consortium for Social Research, Institute for Behavioral Research, York University, 4700 Keele Street, Downsview, Ontario M3J 1P3

Europe- Joseph Bonmariage, Belgian Archives for the Social Sciences, University of Louvain, SH-2, 1348 Louvain-la-Neuve, Belgium

United States- David Nasatir, Behavioral Sciences Graduate Program, California State College, Domingus Hills, California 90747

Mandate

A directory containing names, addresses, types of holdings, and dissemination policies of existing data archives and libraries throughout the world will be compiled. A supplementary directory listing archival personnel and other individuals with relevant expertise would be developed. In addition, a central location would be designated to maintain all published lists of archival holdings and study descriptions. These documents would be produced as reference documents for users of archives or institutions interested in consulting with individuals in the field of archiving.

Activities and Plans

With respect to the first part of the mandate, the Action Group will focus initially on developing the directory of data archives and data libraries.

Certain definitional problems are now being addressed by members of the US Action Group: What do we mean by a Social Science Data Archive? How does it differ from a Social Science Data Library? Joseph Bonmariage has suggested that there are different levels of production and dissemination. The issue of what constitutes "social science" has been raised. David Nasitir suggested that "everything is (or can be) grist for the social scientific mill." He has proposed that by social science we mean "used by social scientists" rather than "produced by social scientists." This broadens the definition to include, for example, original or secondary distributors of process-produced data, a major social science resource.

The directory would be developed in machine-readable form in order to facilitate updating and would either be published annually or available on a subscription basis. It will include entries for both archives and libraries and would include an appendix listing known organizations for which no further information is available.

A questionnaire is being prepared for distribution by the first of the year and a preliminary version of the directory should be ready in April, 1977. In the meantime, a "primitive biliography" of existing data archive "registries" is being compiled which might appear in the directory in the form of an annotated bibliography.

DATA ACQUISITION

Canada- Pierre Lacasse, Centre de recherches en aménagement régional, Université de Sherbrooke, Sherbrooke, Québec

Europe- Marcia Taylor, Social Science Research Council Survey Archive, University of Essex, Wivenhoe Park, P.O. Box 23, Colchester, Essex, England CO4 3SO

United States- Donald Harrison, National Archives (NNR), Washington, D.C. 20408

Mandate

This Action Group addresses the problems of data acquisition for archives with particular emphasis on the necessary relationship between the collectors and creators of data and the archives. Recommended procedures for the acquisition of data would be developed with the intent of assisting researchers at critical points during the data collection process to ensure and promote the transfer of high quality data to the public domain for further academic investigation. The group will also survey different acquisition policies already in use, with attention to both legal and procedural problems connected with the acquisition and de-acquisition of data.

[Editor's Note: The original mandate included the statement, "A survey of confidentiality laws, implications, and problems existing in machine-readable data would be conducted. A report summarizing the survey and resolving the problems when possible would be produced." This activity has been transferred to the Action Group on Process-Produced Data. The under-lined section of the mandate of the Data Acquisition Action Group reflects an enlarging of the scope of activities to be undertaken.]

Activities and Plans

A comprehensive questionnaire on archive acquisition policies has been drafted by Marcia Taylor and is now being reviewed by Action Group members in North America and Europe. The questionnaire addresses the criteria for selection including contractual obligations, medium of storage, geographic scope, field of study, quality, selection procedures, and incentives and sanctions for encouraging/discouraging deposits.

Whereas other Action Groups are concerned with various means of making data accessible to the user, this Action Group will focus on the problems relevant to the initial archival acquisition. Related to this issue is the possibility of joining with other organizations in providing incentives for both academic and governmental data producers to make their data files more generally usable and more widely available.

The Action Group intends to address questions of deacquisition as well as acquisition policies to the needs of a local service data library.

DATA DOCUMENTATION

Canada- Dave L. Salley, Management and Central Services Group, Standards Division, Statistics Canada, Tunney's Pasture, Ottawa, Ontario K1A 0T6

Europe- Cees Middendorp, Steinmetzarchief, Kleine-Gartmanplantsoen 10, Amsterdam-C., Netherlands

United States- John Grasso, Office of Research and Development, Center for Appalachian Studies and Development, West Virginia University, Morgantown, West Virginia 26506

Mandate

This group will develop standards for the measurement of variables, i.e., the definition of constructs and their operationalisation and measurement. In principle, these standards should be applicable cross-nationally, although this may not always prove to be possible. Standards will be developed for "simple background variables" used in surveys, i.e., educational level, age, head of household, as well as constructs such as job satisfaction, anomia, political interest (i.e., to be measured by a scale or index). Thus, the work of this group will be closely linked to that which is going on regarding the development of social indicators. The codes will be incorporated into source books to provide researchers with a resource tool for coding and organizing their data consistently.

Activities and Plans

Cees Middendorp suggests that the work of this Action Group could perhaps be linked to the older inventories by Robinson, et al. of the University of Michigan Survey Research Center. He notes the difficulties in solving the problems and implementing the recommendations, that standards can only be developed on the basis of research-evidence, and suggests that revisions will be necessary on the basis of either new theoretical insights or new empirical evidence.

At the Steering Committee meeting in Edinburgh, Erwin K. Scheuch of the Institute for Applied Social Research and the Zentralarchiv presented a description of face sheet problems. He described his analysis of 19 studies in which he looked for comparability of demographic characteristics across studies. His findings indicated that the broad collapsing of categories masked various life cycle and income changes which have occurred over time. On the basis of his preliminary results, he suggested that IASSIST focus on the need for standardizing demographic variables. He also suggested that further study could be carried out by IASSIST members and the results be communicated to survey agencies. IASSIST recommendations could be used by these agencies to perfect their survey techniques and would provide IASSIST with an excellent opportunity for impact in the area of standardization of demographic variables.

This Action Group has begun reviewing already available material in the field, which includes the work carried out by Scheuch and Van Dusen and Zill at the Center for Coordination of Research on Social Indicators in Washington, D.C. This work will form the basis for a project which will test the value of these independent variables in actual research and provide a basic list of such items with recommended coding schemes. In time, this should lead to the developmert of general recommendations for the design of codes.

CLASSIFICATION

Canada- not yet activated

Europe- Ekkehard Mochmann, Zentralarchiv für Empirische Sozialforschung, Bachemer Strasse 40, 5 Köln 41, Federal Republic of Germany

United States- Sue Dodd, Data Library, Institute for Research in Social Sciences, Manning Hall, University of North Carolina, Chapel Hill, North Carolina 27514

Mandate

Existing classification schemes for both studies as a whole and variables within studies would be examined. The results of such a review and recommendations would be published. Additionally, information required for the cataloguing of machine-readable data in libraries would be researched and concrete guidelines for such catalogues would be formulated. Required classification schemes for the production of indicator source books and variable level retrieval systems will be investigated. The necessary components of an adequate Study Description will be identified.

[Editor's Note: Underlined phrase indicates addition to mandate based on Steering Committee discussion. Another section dealing with teaching materials and modules... for data comparable across nations or within nations has been deleted.]

Activities and Plans

Ekkehard Mochmann distributed a status report describing the present situation regarding Study Description and Classification Schemes for social science data as a first step toward problems to be addressed and priorities to be established for various projects. He briefly described the development of standards for Study Description Schemes based on efforts of the Danish Data Archives, Steinmetzarchief and Zentralarchiv, whereby the study description would serve as a data abstract base, mapping and methodological research base, information retrieval base, data (re)analysis prerequisite, intra-archival log and inter-institutional exchange instrument. Routines are underway at Steinmetz and Zentralarchiv for linking Study Description with the individual file retrieval. He suggested that priority should be assigned to implementing a structure which supports efficient information exchange about data between archives and then between archives and potential users. He noted that although classification schemes had been developed, joint efforts in the application and further development of these schemes are still lacking. He recommended that a basis for implementing a scheme could be the "Alphabetic subject classification of data holdings of the Data Library at North Carolina, the "Item Index File" of the Roper Center, and the Zentralarchiv "Classification scheme for contents, form and function of survey questions," and his approaches to indicator retrieval from survey archive data bases.

In the United States, this Action Group has focussed on several related issues, but the emphasis has been primarily on the library cataloguing of machine-readable data files in public multi-media catalogues. Sue Dodd has used the rules recommended by the American Library Association's Subcommittee on the Cataloguing of Machine-Readable Data Files to prepare a draft version of a Working Manual for Cataloguing Machine-readable Data Files which will be tested by members of the US Action Group. She will chair this committee. Howard D. White will chair a committee to address the possible structure of and necessary steps involved in the establishment of a national union listing of catalogued MRDF. The other two committees being organized will investigate the MARC II Record Format for the purpose of storing and retrieving study level information and will prepare a bibliography and critical review of existing thesauri and controlled vocabularies for use in information retrieval systems. It is this latter committee which will initially interact most closely with the European Classification Action Group.

DATA ARCHIVE DEVELOPMENT

Canada- Laine Ruus, Data Library, Computing Centre, University of British Columbia, 2075 Wesbrook Place, Vancouver, British Columbia V6T 1W5

Europe- not activated

United States- Alice Robbin, Data and Program Library Service, 4452 Social Science Building, University of Wisconsin-Madison Wisconsin 53706

Mandate

A procedures manual consolidating current archival organizational, administrative, and personnel structures, procedures, and policies as well as recommended guidlines will be compiled to aid developing archives and to act as a resource guide for existing archives. Workshops and seminars at various levels will be sponsored to provide professional training in the skills necessary for effective operation of a data library, data archive or social science information center.

[Editor's Note: A NEW Action Group on Data Organization and Management has been constituted to focus on the substantive aspects of data base organization and management. This action group is described more fully below. The focus of the Data Archive Development Action Group will be on the more general functional aspects of establishing, managing and operating a data library, archive, or information center. The underlined section reflects this change.]

Activities and Plans

This past summer, a very successful workshop on data library organization, management and user services was held under the auspices of the Inter-University Consortium for Political Research as a pilot module of the ICPSR's Summer Program. It was organized and jointly sponsored by IASSIST. It is hoped that a similar effort will be sponsored by ICPSR and IASSIST next summer. [Editor Note: see p. for full description of the workshop.]

Members of this action group are developing a detailed outline for the proposed procedures manual. The outline will be circulated to Action Group and Steering Committee members for comment and revisions by February, 1977. The Action Group is also collecting administrative and record-keeping forms from existing archives. The collection of forms will be annotated for inclusion in the manual as well as available separately.

PROCESS-PRODUCED DATA

Canada- not yet activated

Europe- Paul Müller, Institute for Applied Social Research, University of Cologne, Greinstrasse 2, 5000-Köln 41, Federal Republic of Germany

United States- Michael Leavitt, Brookings Institution, Social Science Computation Center, 1775 Massachusetts Avenue, NW, Washington, D.C. 20036

Mandate

This group would focus upon the problems inherent in these vast data bases both within and across nations and would also study the merging of such data with data from sample surveys. Standards for a set of parameters to be used as univariate descriptors for ecological files would be established in lieu of codebook information applicable in survey files. These standards would also include cleaning procedures applicable to ecological data, i.e., summations and statistical distribution tests and minimal source qualities for different types of computerized historical records. Current holdings in this area would be adapted to the needs defined by the new teaching packages and analysis handbooks currently under preparation. A survey of confidentiality laws, implications, and problems existing in machine-readable data would be conducted. A report summarizing the survey and resolving the problems when possible would be produced.

Activities and Plans

Paul Müller provided the Steering Committee members at Edinburgh with a thoughtful paper, "Administrative bookkeeping as [a] social science data base." He presented a broad overview of problems associated with the "production, acquisition, preservation, processing, distribution and utilization of machine-readable process-produced data," in which he defined 'process-produced,' suggested concentrating on machine-readable data within the public administration ('structured mass data'), and outlined problem areas related to an inventory of machine-readable administrative data bases, documentation, preservation, data laws, uses already made of process-produced data, quality and characteristics of administrative bookkeeping, record linkage, instruments, interdisciplinary communication, and quantities of existing data. [Editor's Note: This paper will be published in a future IASSIST Newsletter.]

In a memo circulated to the US Action Group, Michael Leavitt responded with a narrower definition of process-produced data which differed slightly from Muller's emphasis, the need to restrict the emphasis, and the possibility of developing a manual to assist those involved in creating these data.

At Edinbrugh, Guido Martinotti presented a paper recommending research on a series of questions concerning confidentiality (data laws) in the European environment. Proposals for action by the group include a survey of the state of existing (or planned) legislation concerning social science data ('personal information'), evaluation of the de facto situation, extending the analysis by collecting legislation, practices and cases at the state, organization and individual levels, and evaluation of the effect of computerization of public records on the entire issue.

At the IASSIST-IPSA panel, Martinotti presented an analytic framework for the historical and present uses of process-produced information by governmental, administrative and research institutions and the implications of these data for the European data archives and of the growing demand for policy-oriented data. Some of the implications he identified included the linking of different data bases, quality of the data, and the political and institutional nature of the consequences of publicly supported social science research.

At the IASSIST-IPSA panel, Erwin K. Scheuch provided the session's attendees with an historical overview of the development of information systems for storage and management of large data bases. He described the problems encountered with these information systems, some of the large data bases which have been organized and the problems utilizing them, the relationship between the data collectors who have been primarily the public agencies and other communities such as researchers, and the relationship between the data archive and public agency. [Editor's Note: His paper will be forthcoming.]

Further input from Action Group members will help the group coordinators decide which projects are of most immediate interest, but tentative plans call for a continuation of the study of confidentiality laws; a preliminary pilot survey of available files in order to define the magnitude of this potential resource; a documentation and coding manual specifically for aggregate data; and, a survey of completed research using process-produced data.

Paul Müller has suggested the following priorities: (1) an overview (survey) of process-produced data for each country of interest; (2) decisions and guidelines on which information should be put into machine-readable form; and, (3) recommendations to public administrators for preservation of materials for social scientists.

It is likely that given the enormity of the tasks outlined by Müller and Leavitt and other issues identified in the Müller memo, these issues might well be handled by other Action Groups, but these matters are still fluid.

This Action Group will be interacting with QUANTUM, the US Association for Public Data Use, and other organizations to address subjects of mutual interest.

DATA ORGANIZATION AND MANAGEMENT

Canada- Greg Morrison, Social Science Data Archive, Department of Sociology, Carleton University, Ottawa, Ontario K1S 5E6

Europe- Eric Tannenbaum, Social Science Research Council Survey Archive, University of Essex, Wivenhoe Park, P.O. Box 23, Colchester, Essex, England CO4 3SO

United States- William Gammell, Social Science Data Center, University of Connecticut, Storrs, Connecticut 06268

Mandate

This group addresses the problems of data base organization and management for effective and efficient analysis purposes. The Action Group will investigate and evaluate existing procedures for data and documentation preparation and data management software and hardware capabilities. After evaluation the group will recommend guidelines for preparation procedures and software development. Workshops and seminars will be sponsored for the transfer of information and professional training in the organization, management, and use of machine-readable data bases.

Activities and Plans

The Steering Committee established this Action Group in recognition of the felt need of many potential IASSIST members for a forum to discuss matters relating to software for data management because this topic has received far less attention than data analysis and because other organizations have been established to address research needs.

Eric Tannenbaum prepared a paper for the Edinburgh meetings on "Data Preparation Procedures in European Archives," which addresses such topics as data file quality, cleaning classifications, data verification procedures, software and hardware availability, and organizational characteristics of the archive staff. This paper is based on the results of a questionnaire sent to the seven major European archives (Norwegian Social Science Data Services, Danish Data Archives, SSRC Survey Archive, Zentralarchiv fÜr Empirische Sozialforschung, Steinmetzarchives, Archivio dati e programmi per le scienze sociali, and the Belgian Archives for the Social Sciences. This Action Group will send a similar questionnaire to other archives and the resultant report on existing facilities and procedures will be of value to both existing and developing archives and libraries.

At the IASSIST session at IPSA, Bjørn Henrichsen, Norwegian Social Sciences Data Service, and Terje Sande, Institute of Sociology, University of Bergen, presented a paper on software capabilities for mapping process-produced data. Entitled, "Computerized Statistical Mapping," the paper describes the adoption of an automated mapping system, using POLYVRT, to deal with data structures, and SYMAP and CALFORM, for describing and shading of maps. Discussion after the presentation concerned the interaction between Norwegian official (governmental agencies) and the Data Services and the degree of success that the Data Services has had in convincing the agencies to utilize map producing systems.

AGENDA FOR IASSIST-IPSA PANEL

The following papers were presented at the IASSIST-IPSA Panel, 20 August 1976. The panel was chaired by Ivor Crewe of the Social Science Research Council Survey Research Archive, University of Essex. Carolyn Geda, IASSIST chairperson served as discussant. Copies of these papers can be obtained by writing to the authors.

"The Contribution of Data Archives to the Empirical Study of Public Policy"

Erwin K. Scheuch, "From Data Banks and Libraries to Information Systems"

C. Michael Lanphier and Raymond N. Morris, "Thumbs Up. Data Archives and Survey Research in a Bilingual Arena"

Terje Sande and Bjørn Henrichsen, "Computerized Statistical Mapping"

Guido Martinotti, "Public Demand for Data Banks: Planning or Social Control"

Write to:

Erwin K. Scheuch, Director, Zentralarchiv für Empirische Sozialforschung, University of Cologne, Bachemer Strasse 40, 5 Köln 41, Federal Republic of Germany

C. Michael Lanphier, York University, Downsview, Ontario, Canada M3J 1P3

Terje Sande and Bjørn Henrichsen, Norwegian Social Science Data Services, University of Bergen, Christiesgate 15-19, N-5014, Bergen, Norway

Guido Martinotti, Director, Archivio dati e programmi per le scienze sociali, via G. Cantoni 4, 20144 Milan, Italy

REPORT ON THE WORKSHOP IN DATA MANAGEMENT DATA LIBRARY ACTIVITIES, AND DATA USER SERVICES, JULY 7-16, 1976

Inter-university Consortium for Political and Social Research
(ICPSR)
Ann Arbor, Michigan USA

The Data Archive Development Action Group of IASSIST has been mandated to sponsor workshops and seminars dealing with data library and user services. Members of this Action Group participated in the planning and teaching of the ICPSR-sponsored pilot Workshop in Data Management, Data Library Activities, and Data User Services this past summer.

The Workshop was designed to meet the needs of individuals whose responsibilities include providing data services to users. The objective of the Workshop was to introduce individuals to data management and servicing procedures employed at established data service centers.

The Workshop was organized in three sections. The first section dealt with the historical context of data services and archiving and an introduction to structures and services of existing archives and libraries. The second part of the Workshop established the framework for creating the collection. These topics included data collection and coding, codebook development, and data management techniques. The third section dealt with the data library. Topics included organizational considerations, management, library procedures, methods of information retrieval, and user services.

Thirty-one individuals from data archives, libraries and information centers from the United States, Canada, Belgium, Germany, and India attended. These individuals included traditional librarians, novices to data and computing, and professional data librarians. Although the emphasis of the Workshop was intended to be directed to the novice and non-experienced archive personnel, more than 1/2 the participants came from data services. The discussions which occurred during the intensive exchange of information emphasized more than ever before the need for IASSIST and its action groups which would be working on particular problems relevant to data archives and libraries.

The success (and enthusiasm generated for data archiving) would indicate the formalization of the Workshop in an on-going program sponsored by ICPSR. We can expect further information about ICPSR's sponsoring of this Workshop in future IASSIST Newsletters and informational bulletins provided by ICPSR.

ANNOUNCEMENTS

1. REVIEWS

There exists no body of literature on the various aspects of data services. Much information exists in fugitive and little-known articles, papers, books, etc. This section of the IASSIST Newsletter will be devoted to short summaries of this information. IASSIST members are encouraged to contribute to this section by either reviewing critical pieces of information which they have located or by sending a copy (on loan or xerox) to their Secretariat. Contributions will be included in the manual being prepared by the Data Archive Development action group and/or published separately. Your assistance will be greatly appreciated.

2. EMPLOYMENT OPPORTUNITIES

Information on a position in data services/information center/archive is often hard to come by because the positions are not advertised (for a variety of reasons). And, if a job opening occurs or a new position is created, it is often only known to a small number of individuals who may or may not transmit the information. IASSIST proposes to publish this section in future Newsletters to assist its members in learning about such positions as well as making known their interest in working in such a center.

There will be no fee to IASSIST members for advertising in this section. A fee of $2.50 has been set for information supplied by non-IASSIST members.

3. DATA ANNOUNCEMENTS

The IASSIST Newsletter offers to communicate information about the need for data (either by an archive or an individual). Information about desired data should be as precise as possible (sample, variables, time points, etc.) It is also helpful to include a brief description of the intended research. (Many researchers are reluctant to release their data without knowing how the data will be used.) There will be no fee to IASSIST members for advertising in this section. A fee of $2.50 has been set for information supplied by non-IASSIST members.

4. FRENCH VERSION OF NEWSLETTER

All official reports produced in Canada must be published in French and English. The IASSIST Canadian Secretariat will be producing the IASSIST Newsletter and future reports in English and French. Non-IASSIST members should write to Sharon Chapple, Canadian Secretariat for information and pricing schedule.

5. UPCOMING MEETINGS

February 1977: Canadian and American Action Groups, Cocoa Beach (near Orlando), Florida USA (Further information to be supplied by Secretariats.)

August 1977: IASSIST international conference, ICPSR, Ann Arbor, Michigan (Further information forthcoming.)

August 1978: IASSIST at the International Sociological Association World Congress, Uppsala, Sweden (Further information to be supplied in future Newsletters.)

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I wish to participate in action group activities:

DATA REGISTRY ____

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Membership in the IASSIST includes a subscription to the IASSIST Newsletter and a subscription to S S Data, A Newsletter of Social Science Archival Acquisitions, each to appear four times a year. In addition to these subscriptions, the IASSIST membership affords the opportunity to participate at both the international and regional levels.

(for individual's file)

I applied for membership in IASSIST. Dues paid (amount) ____ Date _____